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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

REFERRED TO

SCHR Members

Memorandum

To: Michael Bridges
Undersecretary

From: Susan Pellegrin *SP*
Human Resources Director

Subject: SCHR Recommendations

Date: July 15, 2009

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BY TRC DATE 7-20-09
BY _____ DATE _____
BY _____ DATE _____

The following is a summary of actions recommended by the SCHR at its July 14, 2009 meeting:

1. To approve the Alexandria District's request to reallocate Terry Dupuy's position from Engineering Technician 5 (TS 310) to Engineering Technician DCL (TS 312) based upon serving as the District's technical expert in roadway design. If approved, HR will coordinate with the Civil Service Staffing Division to develop supplemental qualifications for the position.
2. To approve the Road Design Section's request to establish a new Engineer 5 DOTD (TS 315) to supervise a road design squad. If approved, HR will coordinate with the Section to ensure that a current Engineer 4 (TS 314) will be abolished to allow for the new position within the Section's authorized T.O.
3. To revise the Secretarial Memo of Understanding (MOU) to include definitions of the differences in secretarial allocations, as well as to assign Administrative Assistant 5 (AS 613) allocations to job titles at the AS 624-equivalent level and higher that serve as Section Head and are designated by the Department of Civil Service as at the "Administrator" level. This will result in reallocations for the Administrative Assistants reporting to the following job titles:
 - Budget Administrator 3 (AS 624)
 - Accountant Administrator 5 (AS 624)
 - Audit Director 3 (AS 624)
 - Right of Way Agent 8 (AS 624)

If approved, the revised MOU must be reviewed and agreed upon by Civil Service. HR will coordinate this process and advise the SCHR and affected Sections once complete.

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SCHR Memorandum

July 15, 2009

Page 2

4. To amend PPM # 55, Performance Planning and Review Procedures, to reflect recent changes to Chapter 10 of Civil Service rules, whereby a supervisor will not be eligible for a merit increase if he/she does not complete PPR requirements for subordinates. DOTD will further request approval from the Civil Service Commission for an exception to this rule in cases where an employee is absent six months or more in the rating year.
5. To take no action on PPM #35, Headquarters Complex Parking Regulations and Penalties, as this will be incorporated into the DOTD Business Manual in the near future.

HR reported on the turnover for FY 08-09 and identified a number of potentially critical areas for retention. HR will continue to research these areas and present appropriate recommendations in the annual pay report which will be presented at the August SCHR meeting. HR also reported on the status of jobs/areas currently being studied in the agency's formal retention plan.

Additionally, HR presented information on pending job studies as well as those currently in the implementation phase. HR will continue to assist Civil Service as necessary with job studies currently in process and advise the SCHR as necessary.

Finally, the SCHR approved T.O. over hire distribution amounts for each office. These over hires will be utilized at a future date, as determined by the SCHR and the Undersecretary.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.